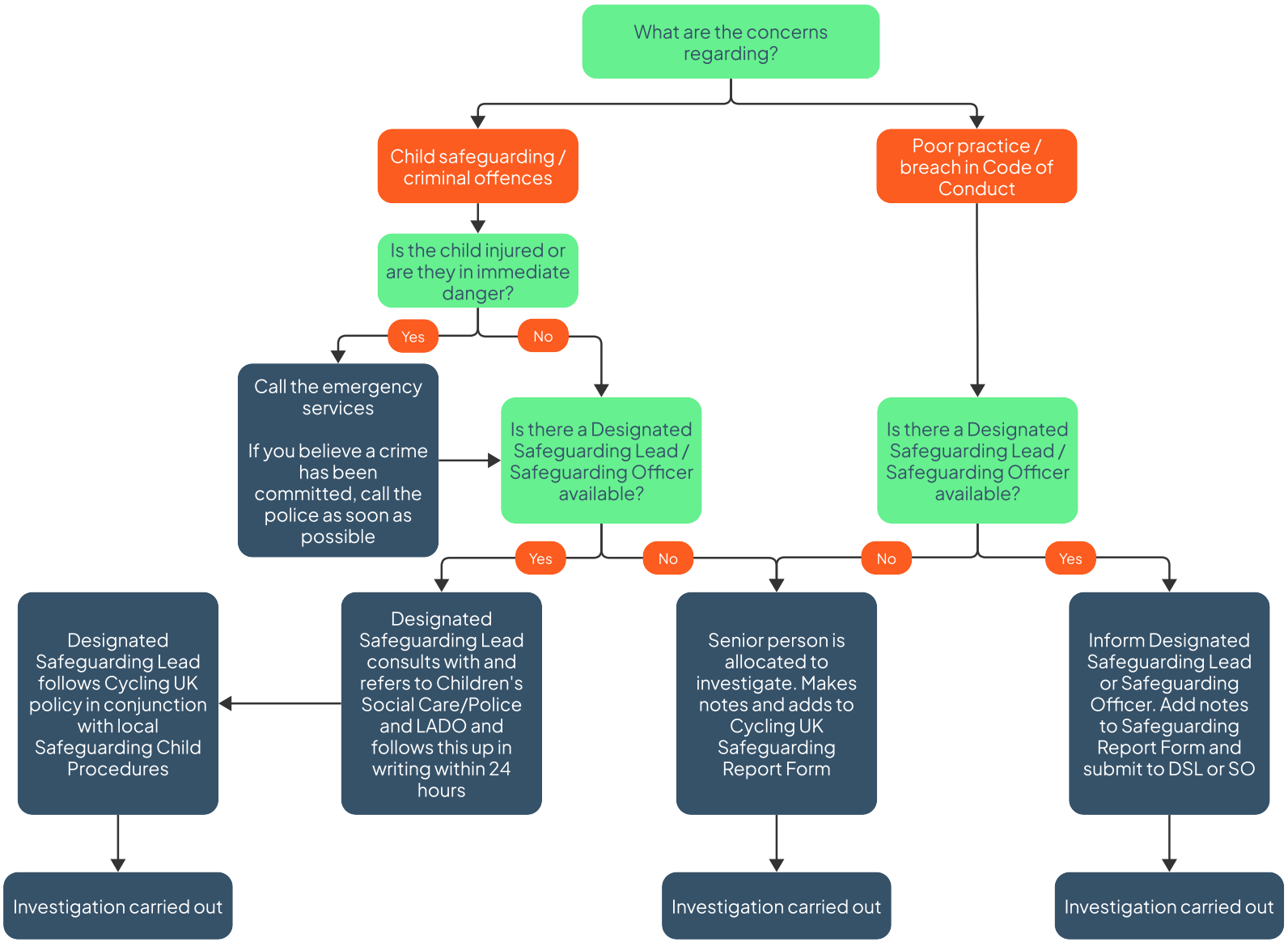Cycling UK's step-by-step guide to reporting safeguarding issues concerning children